THE NAVAJO NATION
Department of Personnel Management
IN HOUSE ADVERTISEMENT - JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DODE71615954**			DATE POSTED:	**08/06/18**
POSITION NO:	**945929**			CLOSING DATE:	**08/14/18**
POSITION TITLE:	**Head Start Bus Driver**				
DEPARTMENT NAME / WORKSITE:	DODE / Navajo Head Start / Many Farms II, AZ				
WORK DAYS:	Monday - Friday	REGULAR FULL TIME:	☐	GRADE/STEP:	AP59A
WORK HOURS:	40 hrs. / week	PART TIME:	☐ NO. OF HRS./WK.:	$ 20,646.00	PER ANNUM
SENSITIVE	☑	SEASONAL:	☑ DURATION :	$ 13.95	PER HOUR
NON-SENSITIVE	☐	TEMPORARY:	☐		

DUTIES AND RESPONSIBILITIES:
According to appropriate policies, rule, and regulations, the Head Start Bus Driver transports, picks-up, drops-off Head Start children to their destination within scheduled time; the Driver completes required bus maintenance, preventive, safety and children to their destination within scheduled time; the Driver completes required bus maintenance, preventive, safely and operation measures and inspections; works closely with Head Start Center staff to ensure a Child-Safe environment, proactively engages in educational/classroom/transportation functions to maintain discipline, comfort, security, protection of small children, reports delays, accidents, or incidents and other concerns regarding child health, behavior, emotion, and physical well-being. works with small children to promote happiness, wellness, learning, discovering, adapting, harmony, etc...Physically children in safety precautionary measures: safety seats, evacuation drills, bus transportation and order, prevention of all injuries, accidents, abuse, abandonment, and neglect; oversees, trains, and teach parents on bus safety. Classroom assistance: prepares materials/supplies for activities, meal preparation, cleans/sanitizes classroom, kitchen, bathrooms, Head Start recruitment, Parent/staff Conference/training; performs related and other work assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)
Minimum Qualifications:
- A high school diploma or GED

Special Requirements:
- A favorable background investigation
- Possess a valid Commercial Driver's License (CDL) with Passenger and School Bus Endorsement.
- Must pass a physical examination with tuberculosis (TB) clearance prior to date of hire.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:
Knowledge of early childhood development/education; knowledge of laws, regulations, and tribal policies on child care; knowledge of the Navajo culture and traditions. Ability to nurture, motivate, teach, and influence children three to five years of age children; ability to display mature patience and understanding; ability to work extended and flexible work hours; ability to understand and communicate in the Navajo and English language.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.